

POLICY REVIEW COMMITTEE MINUTES
January 8, 2018

East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker.

Board of Education Members Present: Jaime Barr Shelburn (Chair), Dr. Timothy Hagen, Barbara Senges

Board of Education Members Absent: Leigh Gianakos

Administrators Present: Jeffrey Newton (Superintendent), Amy Drowne (Assistant Superintendent for Curriculum, Instruction and Assessment), Maryanna Stevens (Director of Finance, Marketing and Growth Management)

Meeting Time: 5:00 – 6:00 p.m.

1. BOE Policy 6153 Field Trips

- The Policy Committee reviewed the suggested revisions. The revised policy will be brought forward to the Board of Education for a First Reading on January 22, 2018.

2. BOE Policy 1130 Community Use of School Facilities

- The Policy Committee reviewed the policy and discussed:
 - Revising the policy with Shipman & Goodwin’s suggested revisions.
 - The proper use of school facilities by religious organizations.
 - The use of the kitchen facilities by outside organizations and events.
 - The need for kitchen protocols for when the kitchen facilities are requested.
 - School sponsored events and dinners should be required to use the East Lyme Food Service to cater the event instead of pot-luck dinners and/or home baked goods.
 - The fees to rent the facilities should be based on an hourly rate.
 - Suggested revisions to the Building Usage Form:
 - Change “charge” to “number of staff” for security, technology, and custodians
 - Include statement and terms for damages and repairs
 - Include procedures for approval, notification, and invoicing
 - Include designated area “For Office Use Only”
 - Should be located on the website as an interactive, fillable form
 - All requests should be invoiced, even if the charges are waived, so organizations are aware of the costs the district assumes
- The policy revisions will be brought back to the Policy Committee for review.

3. BOE 5141.12 Student Due Process/Student Handbook

- The Policy Committee reviewed the policy and suggested including a statement that there is a student handbook for K-4, 5-8, and high school students and a statement that the handbooks will be reviewed annually for consistency.
- The revised policy will be brought back to the Policy Committee for review.

4. BOE Policy 5118.1 Homeless Students

- The Policy Committee reviewed the policy and suggested using Shipman & Goodwin’s suggested revisions.
- The revised policy will be brought forward to the Board of Education for a First Reading on January 22, 2018.

5. BOE Policy 5123 Promotion and Retention

- The Policy Committee reviewed the policy and suggested using Shipman & Goodwin’s suggested revisions.
- The revised policy will be brought forward to the Board of Education for a First Reading on January 22, 2018.

6. BOE Policy 5127 Graduation

- The Policy Committee reviewed the policy and suggested using Shipman & Goodwin’s suggested revisions. The Policy Committee suggested including a statement that “East Lyme Public Schools will meet the State of Connecticut’s graduation requirements and East Lyme’s graduation requirements as outlined in the student handbook.”
- The revised policy will be brought back to the Policy Committee for review.

Respectfully submitted by
Jaime Barr Shelburn
Policy Committee Chair